

## Employee Self-Service

### Updating your W-2/W-2c Consent and Viewing your W-2/W-2c forms

All employees will have access within Employee Self-Service that will allow the ability to update their W-2/W-2c preferences. As an employee, you may consent to receive an electronic W-2/W-2c version of your Annual W-2/W-2c Federal tax form. If you consent to receiving an electronic copy, it will replace the paper copy that will be mailed out. The electronic W-2/W-2c form is a legally file-able copy for your Federal Tax filings. Once you have consented, you may view, save, or print your W-2/W-2c form. There will be two years of Federal Tax forms available online through Employee Self Service.

#### Important Reminders:

- Employees who have more than four Box 14 items will receive a notice to expect two W-2 Forms. The second form will contain only additional optional reporting information.
- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with W-2/W-2c related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use the ESC should contact their Agency Human Resources or Payroll Department with W-2/W-2c related questions.

#### Submit your W-2/W-2c Consent:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To Submit your W-2/W-2c consent to receive an electronic form, click the <b>W-2/W-2c CONSENT</b> link.
5.	You will arrive at the <b>W-2/W-2c Consent Form</b> page. Please scroll down through the text box, in order to review all of the information on the page.

6.	To <b>Submit</b> your W-2/W-2c consent to receive an electronic W-2 or W-2c form, select the Check Box, <i>“Check here to indicate you have read and consent to receive electronic W-2 and W-2c forms.”</i> Then select <b>SUBMIT</b> .
7.	You will be directed to the Verify <b>Identity</b> page. You will need to verify your identity by typing in your password. You will notice that your User ID is pre-populated for you. Enter your Self Service password and click <b>CONTINUE</b> .
8.	Click the <b>OK</b> button to confirm your identity.
9.	Once you have verified your identity, you will return to the <b>W-2/W-2c Consent Page</b> . You will now see your current consent status: • <b>Your Current Status: Consent received.</b> This confirms that you <u>will</u> receive an electronic W-2/W-2c form.
10.	Click the <b>RETURN TO SELF SERVICE</b> link once you have completed your consent.

### Withdraw your W-2/W-2c Consent:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To Withdraw your W-2/W-2c consent to receive an electronic form, click the <b>W-2/W-2c CONSENT</b> link.
5.	You will arrive at the <b>W-2/W-2c Consent Form</b> page. Please scroll down through the text box, in order to review all of the information on the page.
6.	To <b>Withdraw</b> your consent to receive electronic W-2 or W-2c form, select the Check Box, <i>“Check here to withdraw your consent to receive electronic W-2 and W-2c forms.”</i> Then select <b>SUBMIT</b> .
7.	You will be directed to the Verify <b>Identity</b> page. You will need to verify your identity by typing in your password. You will notice that your User ID is pre-populated for you. Enter your Self Service password and click <b>CONTINUE</b> .

Step	Action
8.	Click the <b>OK</b> button to confirm your identity.
9.	Once you have verified your identity, you will return to the <b>W-2/W-2c Consent Page</b> . You will now see your current consent status: <ul style="list-style-type: none"> <li>• <b>Your Current Status: Consent Withdrawn.</b></li> </ul> This confirms that you <b>will not</b> receive an electronic W-2/W-2c form.
10.	Click the <b>RETURN TO SELF SERVICE</b> link once you have completed your consent.

### View your W-2/W-2c:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	On the <b>SELF SERVICE</b> page, click on the <b>PAYROLL AND COMPENSATION</b> link to access your Payroll and Compensation page.
4.	To view your current W-2/W-2c form as well as the previous year's W-2/W-2c, click the <b>VIEW W-2/W-2c FORMS</b> link.
5.	You will arrive on the <b>VIEW W-2/W-2c FORMS</b> page, where you will be allowed to review your available W-2/W-2c forms.
6.	<p>The Select Year End Form table will allow you to view your current year's W-2/W-2c forms, as well as one year prior. The areas available for view are the following:</p> <p><b>Tax Year:</b> The tax year in which the W-2/W-2c form is completed for, presented in a YYYY format.</p> <p><b>W-2 Reporting Company:</b> Will display COM for the Commonwealth of Massachusetts.</p> <p><b>Tax Form ID:</b> Will display either W-2 or W-2c.</p> <p><b>Issue Date:</b> The date in which the W-2/W-2c is issued.</p> <p><b>Year End Form:</b> The link that will open the W-2/W-2c form.</p> <p><b>Filing Instructions:</b> The Federal Instructions to an Employee on the back side of a W-2/W-2c form.</p> <p>Select the <b>YEAR END FORM</b> link, in order to view your selected W-2/W-2c form.</p>

**Electronic W-2/W-2c View:** You have the option to save or print your W-2/W-2c form. For detailed information on how to understand your W-2/W-2c form, please refer to the annual W-2 Brochures, which can be located on the Comptroller's Website at: <http://www.mass.gov/osc/business-functions/payroll-lcm/tax-information.html>

Form <b>W-2 Wage and Tax Statement</b> 2011		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code COMMONWEALTH OF MASSACHUSETTS ONE ASHBURTON PLACE BOSTON MA 02108		8 Allocated tips	3 Social security wages	4 Social security tax withheld
e Employee's name, address, and ZIP code 1 MAIN STREET BOSTON MA 02103		9	5 Medicare wages and tips	6 Medicare tax withheld
		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
		13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Independent contractor <input type="checkbox"/> Other	14 Other	12b
		b Employer identification number (EIN) 04-6002284	Y 2566.24	12c
		a Employee's social security number	Z 2398.12	12d
15 State MA	Employer's state ID number 046002284	16 State wages, tips, etc. 33001.43	17 State income tax 1643.07	18 Local wages, tips, etc.
		19 Local income tax	20 Locality name	
Copy B-To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008 Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.				
This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.				
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Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.) OMB No. 1545-0008 Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.				
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